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中英合作办学
微信公众号

成都理工大學 中英合作办学
CDUT Sino-British Collaborative Education

CDUT Sino–British Collaborative Education

# 家长手册
# Parent Handbook

英国斯泰福厦大学
Staffordshire University, UK

工商管理
BA (Hons) Business Management

2020-2021

**Declaration:**

Due to space constraints, not everything has been fully covered in this parent handbook. It is highly recommended that parents follow up the most updated official documents, policies and data published by Chengdu University of Technology and Staffordshire University, UK.

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# WELCOME
# 欢迎词

Dear parents,

尊敬的家长，

Congratulations on your son or daughter taking up a place on our collaborative education programme in BA (Hons) Business Management between Chengdu University of Technology here in China and Staffordshire University in the UK.

祝贺您的孩子成功考取成都理工大学与英国斯泰福厦大学合作举办工商管理专业本科教育项目。

As you are aware, your son or daughter will spend at least two thirds of his or her time studying content delivered and assessed exclusively in English. The first year is spent developing academic and language skills required for University study in English whilst the courses in the following years are identical in nature to those studied in the UK. Our programme adopts not only the teaching content from Staffordshire University but also the professional academic management standards which underpin the high quality of UK education. These high standards mean that on successful completion, your son or daughter will receive not only a degree from Chengdu University of Technology, but also an Honours Degree from Staffordshire University. If he or she wishes to continue studying overseas, successful completion of the degree opens doors onto one year UK masters programmes.

您或已了解，您的孩子在此后的学习中有三分之二的课程都是全英文授课和测评。第一年主要培养学生的学术和语言能力，达到在英国大学学习的要求。接下来几年的课程则与在英国学习的学生课程一致。中英合作办学不仅采用英国斯泰福厦大学的教学内容，而且执行该校专业的学术管理标准，以保障实施高质量的英国教育。这些高标准意味着，一旦成功完成，专科专业学习的学生，将分别获得由成都理工大学颁发的本科毕业证和学士学位证书，以及英国斯泰福厦大学颁发的荣誉学士学位证书。如果您的孩子希望继续出国深造，那么只要顺利完成所有课程获得学位，学生则可以申请英国各大高校为期一年的硕士研究生课程。

We provide highly experienced academic staff and top quality student support service to help maximize the potential of all our students, but academic success can only be achieved following dedicated study by the individual. For each hour spent in the classroom students are expected to maintain an absolute minimum of two hours independent study – reading around the subject,

preparing for the next tutorial or seminar, revisiting lecture content and undertaking the required research for assignments.

我们拥有教学经验丰富的教师队伍和优质的学生支持服务团队，以帮助学生最大程度地发掘他们的潜力。然而，要取得学业上的成功，还必须有学生自己的勤奋努力。此外，对于课堂上每小时的教学，学生都必须保证课后至少两个小时的自学，用于阅读相关课程、准备下一节教学或者研讨、复习授课内容、按要求做调查研究等等。

This parent handbook has been produced to outline the details of our programme and the strict standards that we uphold. We hope that with your understanding and encouragement your son or daughter can perform to his or her utmost and receive a genuine qualification backed by a genuine understanding of the subject.

制作这本家长手册旨在概述中英合作办学的各方面情况以及我们所坚持的严格标准。我们希望，在您的理解和鼓励下，您的孩子可以做到最好，真正地获得才学并取得学位。

As a programme, we are continually seeking to improve and develop, and to increase opportunities for our students. Feel free to contact the administrative team if you have any comments, suggestions or enquiries about the programme.

我们始终致力于提高和完善中英合作办学，为我们的学生创造更多机会。如果您有任何意见、建议或者疑问，请与工作人员联系。

Regards,

Duncan collis
Award leader of SU Programmes at CDUT
成都理工大学与斯泰福厦大学合作办学项目英方课程主管

# BRIEF INTRODUCTION
# 成都理工大学与英国斯泰福厦大学合作办学简介

The Collaborative Education programme between Chengdu University of Technology, China and Staffordshire University, UK (SU-CDUT) was established in 2005, with the aim of combining the high quality resources of British higher education and the higher education resources of China in order to equip talented students with a thorough knowledge of both China and the West and to improve students' competitive advantages in a globalised world. Staffordshire University is now offering one award at CDUT: BA (Hons) in Business Management. For the details of the approval documentation from the Chinese National Ministry of Education please see the official website: www.zy.cdut.edu.cn/zhuan-ye-jie-shao/gong-shang-guan-li-ben-ke, The programme starts with an International Foundation Programme and is then followed by the more specialized courses.

成都理工大学与英国斯泰福厦大学的合作办学成立于2005年，旨在通过引进英国高等教育的优质资源，与中国优秀高等教育资源相结合，在中国本土培养学贯中西的国际性复合型人才，以提高中国人才在经济全球化趋势下的竞争优势。成都理工大学与英国斯泰福厦大学现合作举办了工商管理专业本科教育项目。该专业经教育部批准，相关批准信息请登录中英合作办学官网www.zy.cdut.edu.cn/ zhuan-ye-jie-shao/gong-shang-guan-li-ben-ke 查询。该专业包括国际基础课程（简称IFP）和之后的专业课课程。

Both the International Foundation Programme and the higher level awards are delivered in a number of locations around the world, including Staffordshire University in the UK and here at Chengdu University of Technology.

英国斯泰福厦大学的国际基础课程和其专业课程已在世界上许多国家开展，包括英国斯泰福厦大学校本部和成都理工大学中英合作办学。

Chinese students enter University a year earlier than their UK counterparts with one year less of school education. UK Degree programmes normally take three years to complete, and are numbered from level 4 to 6. These correspond to the second and subsequent years at a Chinese university, with the foundation programme inserted as the first year.

中国学生通常比英国学生提前一年进入大学阶段的学习，学制上中国大学比英国大学多了一年。英国大学的本科课程学制通常是三年，即英国的第四到六级。这相当于中国大学的大二到大四，而国际基础课程则为中国大学的大一。

UK Level 3 (L3): Chinese Grade 1 英方第三级：中方大一
UK Level 4 (L4): Chinese Grade 2 英方第四级：中方大二
UK Level 5 (L5): Chinese Grade 3 英方第五级：中方大三
UK Level 6 (L6): Chinese Grade 4 英方第六级：中方大四

# WHAT IS THE INTERNATIONAL FOUNDATION PROGRAMME?
# 什么是国际基础课程?

The Staffordshire University International Foundation Programme (IFP) is a one-year integrated programme which prepares international students for UK university education in academic and language skills. It is the first year of their study in the Collaborative Education between Chengdu University of Technology and Staffordshire University.

斯泰福厦大学国际基础课程（IFP）是为期一学年的综合课程，主要培养国际学生的语言和学术能力，为他们接受英国高等教育作好准备。国际基础课程是学生在中英合作办学的第一年，即大一。

The Staffordshire University International Foundation Programme consists of eight modules totalling 120 credits.

国际基础课程包括八个模块共计120个学分。

| | | | | |
|---|---|---|---|---|
| Semester 1<br>第1学期 | General English 2<br>(15 credits)<br>综合英语 2<br>（15学分） | Communication Skills<br>(15 credits)<br>交流技巧<br>（15学分） | Digital Information Literacy<br>(15 credits)<br>数字信息素养<br>（15学分） | Integrated Project 1<br>(15 credits)<br>综合课题研究 1<br>（15学分） |
| Semester 2<br>第2学期 | Workplace Skills<br>(15 credits)<br>工作实践技能<br>（15学分） | Academic English<br>(15 credits)<br>学术英语<br>（15学分） | English for Specific Academic Purposes<br>(15 credits)<br>专业学术英语<br>（15学分） | Integrated Project 2<br>(15 credits)<br>综合课题研究2<br>（15学分） |

Through the programme the programme students will learn:

通过该课程的学习，学生都将学习到：

- An appropriate level of general and academic English for university studies
  大学学习必须的综合英语与学术英语能力
- Effective skills required to work in teams and lead group discussions
  有效的团队合作与带领小组讨论的能力
- Personal skills in self-directed learning
  个人自学能力

- A basic awareness of cultural differences between countries
  对不同国家间文化差异的基本认识
- Basic skills for problem-solving, both individually and in teams
  解决个人与团队问题的基本能力
- Competence using Microsoft Office and the Internet in academic situations
  运用因特网与微软办公软件学习的能力
- The ability to conduct research on a given topic, present qualitative and quantitative data in a variety of ways, and to draw conclusions
  对既定题目展开研究，用多种方式展示定性与定量数据，并做出结论的能力
- The ability to reflect on one’s own experience and learn from it in the future
  总结学习经验，并在将来加以应用的能力

# WHAT IS THE BA (HONS) BUSINESS MANAGEMENT AWARD?
# 什么是工商管理文学（荣誉）学士学位课程?

Having successfully completed the International Foundation Programme (IFP), students proceed to the Business Programmes (Level 3,Level 4 and Level 5) to study for their UK degree, the second and third and fourth year of their study in the Collaborative Programme between Chengdu University of Technology and Staffordshire University. At Levels 4, 5 and 6, students can expect to study a range of modules designed to provide them with appropriate business skills: knowledge of the environment within which business operates and an introduction to the main functional areas of business such as accounting, business law, economics, human resource management and marketing.

顺利通过国际基础课程后，学生将升入工商管理专业课程（第四、五、六级）的学习以获取由英国大学颁发的学位，工商管理专业课程的第一、二、三年分别是学生在中英合作办学的第二、三、四年，即大二、大三和大四。在工商管理专业课程中，一系列的专业课程将帮助学生培养良好的商务技能，了解商业运作环境，学习包括会计学、商业法律、经济学、人力资源管理和市场营销等在内的多门商科课程。

The Staffordshire University Business Programme is common to all the undergraduate business awards at Staffordshire University. Level 4 Business Programme consists of 120 credits divided into seven modules:

工商管理专业的课程与英国斯泰福厦大学校本部课程完全相同，专业课程第一年（大二）包括七个模块，总计120个学分：

| | | | | |
|---|---|---|---|---|
| Semester 1 第1学期 | The Professional Toolkit 专业能力 (30 credits) （30学分） | Business Agility 业务敏捷性 (15 credits) （15学分） | Economics for Managers 管理者经济学 (15 credits) （15学分） | Management Accounting 管理会计 (15 credits) （15学分） |
| Semester 2 第2学期 | | Laws for Managers 管理者法律知识 (15 credits) （15学分） | Entrepreneurial Marketing 创业营销 (15 credits) （15学分） | Human Capital Management 人力资本管理 (15 credits) （15学分） |

There are eight modules totalling 120 credits in the Staffordshire University Level 5 Business Management Programme, as shown below:

工商管理专业课程第二年（大三）包括八个模块，总计120个学分：

| | | | | |
|---|---|---|---|---|
| Semester 1 第1学期 | Consumer Behaviour 消费行为学 (15 credits) （15学分） | Business Creation and Innovation 商业创新 (15 credits) （15学分） | Global Supply Chain and Logistics 全球供应链与物流 (15 credits) （15学分） | Advanced Professional Toolkit 高级专业能力 (15 credits) （15学分） |
| Semester 2 第2学期 | Developing Collaborative Relationships 发展合作关系 (15 credits) （15学分） | Big Data 大数据 (15 credits) （15学分） | Maximising Business Opportunities 最大化商业机会 (15 credits) （15学分） | Work Placement Project 工作实践项目 (15 credits) （15学分） |

There are six modules totalling 120 credits in the Staffordshire University Level 6 Business Management Programme, as shown below:

工商管理专业课程第三年（大四）包括六个模块，总计120个学分：

| | | | | |
|---|---|---|---|---|
| Semester 1 第1学期 | Customer Experience Strategy 客户体验策略 (30 credits) （30学分） | Knowledge Exchange Project 知识交流项目 (30 credits) （30学分） | Authentic Leadership 诚信领导 (15 credits) （15学分） | Business Ethics 商业道德 (15 credits) （15学分） |
| Semester 2 第2学期 | | | Change and Transformation 变迁与转型 (15 credits) （15学分） | Measuring Success 衡量成功 (15 credits) （15学分） |

The aims of the SU-CDUT Business Management Programme is to:

成都理工大学与英国斯泰福厦大学合作举办工商管理专业的宗旨是：

- Provide a coherent, broad-based programme of study of business organisations and their management within the context of a changing, sustainable external environment

  做到融汇贯通，让学生可以与时俱进地对商业机构及其管理进行学习和研究

- Develop students' employability and entrepreneurial capabilities
  培养学生的就业能力和创业能力
- Develop self-aware, reflective students who take responsibility for their own learning and demonstrate a responsibility to fellow learners
  培养学生自我认识与自我反思的意识，明白自己在学习和团队协作中的责任和义务
- Develop a range of intellectual and practical transferable skills that will enable graduates to add value within the work place
  提高学生的理论知识，锻炼他们的实践运用能力，帮助他们在工作中更具竞争力
- Facilitate independent learning and the development of a Personal Development Portfolio (PDP)
  促进自主学习能力，完善个人发展规划（PDP）
- Provide contextualized assessment and project-based tasks which allow students with different abilities and different educational experiences to apply knowledge and skills appropriately
  为学生布置情景化的测评和课题任务，让不同能力、教育背景的学生都能正确地掌握知识和技能
- Acilitate progression by providing the educational foundation that is relevant to further study, lifelong learning, employability and/or entrepreneurial success
  为学生今后在深造、终生学习、就业和创业等方面的发展打下教育基础
- Enable students to select from a range of study programmes within business in accordance with their interests and ambitions
  让学生能根据自己的兴趣和志向在宽泛的商科学习中进行选择
- Maximise professional body accreditations and exemptions
  最大化专业机构的对中英合作办学的认可，让学生能够最大程度地享受到学分认可/课程豁免
- Facilitate seamless transfer within the portfolio of awards within the Undergraduate Programme at the end of the first year of study.
  帮助学生从一年级课程到专业课程进行学习上的无缝衔接。



# LEARNING FACILITIES AND RESOURCES
# 学习资源

There are lots of facilities available at CDUT to help students get the most from their studies:

在成都理工大学校园内，有很多的资源帮助学生更有效地进行学习：

- The CDUT library is not only a great place to study, but also has a good selection of English books, and a range of English language journals which can be accessed at www.lib.cdut.edu.cn.
  成都理工大学图书馆是一个学习的好地方，馆藏大量英语书籍和期刊杂志，都可在www.lib.cdut.edu.cn上查阅。
- The programme has three PC Labs with Internet access that are used for teaching and are also an ideal place for students to do their homework.
  中英合作办学有三个配有高速网络的专用计算机实验室，是学生完成家庭作业的理想场所。
- CDUT also provides a number of computer rooms where students can do their homework and access the Internet.
  成都理工大学也提供了很多计算机机房，供学生完成作业和上网。
- One other very important resource is the Reading Room (8404), which has a number of useful English books and magazines as well as Internet access and a good environment for study.
  另一个重要的资源就是阅览室（8404），这里配有高速网络和大量有用的英文书籍和杂志，是一个学习的好地方。
- On the programme's student website, students will be able to access the latest programme information as well as handouts and other materials provided by tutors.
  学生也可以通过登录专用学生网站查看最新项目课程信息，并获取教师提供的讲义和其他资料。
- Lastly, after successfully completing the IFP students will be formally registered at Staffordshire University and will be granted a personal electronic account enabling access to Staffordshire University's E-Library as used by students in the UK.
  最后，学生在成功完成国际基础课程（大一）后，将正式注册英国斯泰福厦大学学籍并获得个人电子账号，届时学生可与英国本部学生一样，凭借个人电子账号使用英国斯泰福厦大学优越的电子图书馆资源，同步共享国际先进水准的电子学习资源。

# LOOKING FOR THE LATEST INFORMATION ABOUT THE PROGRAMME
# 获取该专业的最新信息

It is important for students to know what is going on around them to get the most out of university life. There are several ways of accessing the latest information. These include:

及时获取大学校园里的最新信息非常重要，学生获取信息的渠道如下：

- Reading the notice board outside the programme office
  办公室外面的告示栏
- Visiting the websites: http://www.zy.cdut.edu.cn and http://student.zy.cdut.edu.cn
  登录网站：http://www.zy.cdut.edu.cn以及 http://student.zy.cdut.edu.cn
- Checking programme email regularly
  定期查阅自己的电子邮件
- Going to class
  走进课堂上课
- Reading the handouts and module handbooks provided by tutors
  阅读老师提供的课程模块指导手册和讲义
- Listening to class tutors, monitors and student representatives
  从老师、班长以及学生代表处获取信息

# SEEKING HELP
# 寻求帮助

Students are always encouraged to ask questions, as seeking help shows that they are trying to study hard on their own. If students are not asking questions then they are not thinking hard enough! Successful students usually spend a significant amount of time in discussion with their teachers.

老师鼓励学生问问题，寻求帮助表明学生自己在努力学习。如果提不出问题，就意味着没有努力思考！优秀的学生通常花大量时间与老师讨论。

All tutors have office hours when they are available for personal consultation. The times for office hours are posted outside the Programme Office and / or student website. At busy times it may be necessary to make an appointment first.

所有的老师都有相应的开放给学生的个人辅导时间。辅导时间表公布在办公室外和/或学生网站。鉴于有些时候老师会非常忙，建议学生都提前预约。

Another resource for help is our Programme Award Administrators who are always willing to help students and answer their questions.

另外各年级的教学秘书都很乐意为学生解答疑问，提供帮助。

Contact details for the relevant people who manage the programme are given in Appendix.

中英合作办学相关管理人员的联系方式请见附录。

# HOW IS THE PROGRAMME MANAGED?

# 该专业是如何管理的?

The programme is managed by the following local team to ensure that students and staff alike work within the rules and procedures of Staffordshire University and Chengdu University of Technology:

该专业由以下团队进行管理，以确保学生与教职工按照斯泰福厦大学与成都理工大学的规定与程序工作：

- Director of the International Cooperation Department of CMS at CDUT
  成都理工大学管理科学学院国际合作部主任
- Award Leader of Staffordshire University Programmes at CDUT
  成都理工大学与斯泰福厦大学合作办学项目英方课程主管
- Award Leader of Staffordshire University International Foundation Programme at CDUT
  成都理工大学与斯泰福厦大学合作办学项目国际基础课程主管
- Award Leader of Staffordshire University Business Management Programme at CDUT
  成都理工大学与斯泰福厦大学合作办学项目工商管理专业课程主管
- Level Head of Staffordshire University Business Management Programme at CDUT
  成都理工大学与斯泰福厦大学合作办学项目工商管理专业年级主管
- Award Administrators of Staffordshire University Business Management Programme at CDUT
  成都理工大学与斯泰福厦大学合作办学项目教学秘书

# PROGRAMME COMMITTEES
# 课程委员会

The IFP and each of the higher level awards have their own separate committees.

国际基础课程与各专业课程有各自不同的委员会。

The Committee will normally meet at least once a semester. The committee consists of:

课程委员会每学期最少开会一次。委员会包括：

- Award Leader
  课程主管
- Level Head
  年级主管
- Teaching staff representatives
  教师代表
- Award administrators
  教学秘书
- Student representatives
  学生代表
- SU Programme Advisor (International)
  斯泰福厦大学国际项目顾问

The committee reviews the operation of the programme and considers proposals for improvements.

课程委员会将审查该专业运行情况并考虑改进建议。

# ATTENDANCE
# 出勤

It is imperative that students attend all classes, take part in individual tutorials and study independently. Students who routinely miss classes get lower grades. It is up to students to study hard and attend class if they wish to succeed.

作为学生，听课、参加个人辅导和坚持自学是绝对必须的。频繁缺课的学生成绩通常不会太理想。若想取得学业上的成功，学生自己必须努力学习，坚持听课。

Attendance for all formal teaching or timetabled activities is compulsory. The regulations of Staffordshire University clearly state that if students miss four or more consecutive classes, including lectures, tutorials, seminars or laboratory-based classes from a module(without the advance written approval of relevant teachers), they may be deemed to have withdrawn from that module and their registration on that module may be cancelled. Also, Chengdu University of Technology has regulations on students' attendance, which students must follow.

学生必须出席全部课程（包括但不限于课表上安排的）。英国斯泰福厦大学明确规定一学期内，学生若在同一个课程模块上连续缺课四次（包括授课、辅导、学术报告或实验室课程）且无正当理由（没有提前得到相关老师的书面许可），则可能会被取消该课程模块的学习资格。此外，成都理工大学对学生的出勤也有严格规定，学生必须遵循。

Please note, if students arrive late for class they will not automatically be allowed to take part, and they may be marked absent. The final decision rests with the class teacher.

请注意，老师将决定是否允许迟到的同学进入教室，若不允许的话，学生的出勤将被记录为缺课。

If students are withdrawn from a module, they may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. They will need to seek permission to start again on the same module or award the following year. This may affect their eligibility to progress to the next level of their award.

如果被取消了某课程模块的学习资格，学生将不能参加之后的学习，也不能参加考试或提交测评作业。学生必须申请来年重新学习该课程模块，而这将会影响他们进入下一年学习的资格。

If students are unable to attend for up to three working days then they must contact

their Class Tutor and complete a Student Absence Record in the Programme Office (8203). If they are unable to attend for longer than three working days then they must also obtain a relevant note and speak with the Student Tutor of their college at CDUT. If they are unable to attend for more than seven working days, then they must speak with the Vice-Party Secretary who is in charge of student affairs.

如果请假时间不超过3个工作日，学生必须联系辅导员并到中英合作办学办公室（8203）填写学生缺席记录表。如果请假超过3个工作日，学生必须带上相关证明并得到所在专业辅导员的许可。如果超过7天，则必须要得到学院分管学生工作的党委副书记的同意。

Where students' absence affects assessed work, they should also complete an extenuating circumstances claim form and attach appropriate evidence as required. (For further details see "EXTENUATING CIRCUMSTANCES")

如果学生的缺勤影响到测评，学生还需要提交一份例外情况申明，并附上所需相关证明材料。（详情参见"例外情况"一节）

# ASSESSMENT AND ITS MARKING AND MANAGEMENT
# 测评及其评分和管理

"Assessment" is a word which means all the different testing methods on a programme.

"测评"是指该专业中所有不同的考评方法。

Teachers in the programme value the use of a variety of methods to give students a fair chance. People are good at different types of assessment, so teachers mix exams, oral presentations, seminar participation, written coursework (done at home) and other methods.

为了给学生提供公平的机会，中英合作办学老师倾向于采用多种方式进行测评。每个人都擅长于不同形式的测评，因此老师会采用书面考试、讲演、学术讨论、书面家庭作业等多种不同形式的测评方式。

All assessments are prepared several weeks in advance and in consultation with Staffordshire University and External Examiners who ensure all assessments are of an appropriate standard.

所有的测评提前几周准备好，并交由斯泰福厦大学的检查官和外部考官审查以确保所有的测评都达到相应标准。

When students submit a piece of work to be marked online, it is students' responsibility to make sure that the work has been uploaded successfully and timely, and to keep the Receipt No. safely. Only the student number is shown, so tutors do not know which students the work belongs to.

学生在线提交供评阅的作业时，必须自行确保按时成功提供，并须保存好收件号码。由于只有学号可见，老师并不知道批阅的作业是哪个学生的。

Once work has been marked by the first marker (usually one of the tutors from the course), a sample, including all failing work and all work close to grade borderlines, will be passed to a second marker with experience in the subject; usually one of the other tutors from the course. This second marking checks that, no matter who marks the work, the standard is the same and that every student is treated fairly. The first and second markers will then meet to resolve any differences in their marking and agree upon a mark for every student.

第一位阅卷人（通常是课程的授课老师之一）评分后，包含所有不及格和在评分边缘线的作业都将交给第二位熟悉该课程的阅卷人进行评分，这通常是课程的另外一位授课老师。第二阅卷人将核查学生成绩，保证无论是谁进行的评阅，其标准都是一样的，以此确保学生测评成绩的公平公正。之后第一阅卷人与第二

阅卷人会就不同的评分进行商议，确定一个双方都认可的分数。

Once the work has been marked internally, the SU examiner for the IFP or External Examiner for higher levels will review all the marks awarded and look at a selection of students' work.

内部评阅结束以后，斯泰福厦大学的国际基础课程检查官或专业课程外部考官将审核所有评分，并且查阅一定数量的学生作业。

The final marks are determined by an Assessment Board, consisting of all the examiners and tutors for the modules. At the Assessment Board, the final marks are determined for each module. Results are usually available within one or two days of the Assessment Board's decision.

最终成绩由考试委员会进行确认，委员会包括所有的考官和授课老师。考试委员会将逐一确认所有课程模块的成绩。学生成绩将在得到考试委员会确认后的一到两天内公布。

Immediately following the final Assessment Board, an Award Board is held which considers students' profiles across all modules. It is the Award Board which determines whether or not students have passed. The Award Board's decision is final.

考试委员会确认成绩后，学术委员会将随即综合考评学生各课程模块的学习情况，并决定学生的升留级。学术委员会的决定为最终决定。

Please note:

1. As it is time-consuming to go through all the procedures to determine students' results, students' final results are usually released in middle March and July, though students may know their provisional marks when the first marker finishes marking. As for the final year students who have passed everything, they will usually be able to receive their CDUT and SU certificates by the end of July.

请注意：

1. 由于最终确认学生成绩须花费很长时间，学生的最终成绩通常在3月和7月中旬公布，尽管学生可能在第一位阅卷人完成阅卷后知道了暂时的成绩。针对毕业班顺利通过所有课程的学生，通常会在七月底之前收到成都理工大学和英国斯泰福厦大学颁发的证书。

2. If a student is classed as a debtor by the University, his or her results may not be considered by the Examinations Committee and will be withheld until we are informed by the Finance Office that we can release them. This may mean that students will not receive details of referral work which may impact their progression to the next level of their award or graduation.

2. 学生若存在无故欠费的情况，学术委员会将不会审议其成绩，直至财务部门确认学生已交清相关费用。这意味着学生无法获知补考的细节，而这将影响他们进入下一年级的学习，情节严重的甚至会影响学生获得学位证和毕业证。



# GRADING SYSTEM
## 评分体系

All Staffordshire University modules are assessed with a standard percentage mark scale. Note however that 40% is considered a pass grade in the UK and that UK marks tend to be lower than those awarded elsewhere in the world, even for work of a high standard. A score of 57% or greater is regarded as a merit grade; 67% or above is distinction.

所有斯泰福厦大学的课程模块都按照统一标准的评分体系来进行测评。请注意，在英国教育体系中，获得满分100分中的40分，则为通过（及格），英国的评分相对其他国家地区而言会较低，即使是一份优秀的作业亦如此；获得满分100分中的57及以上则为良好；获得67分及以上就是优秀了。

For the BA (Hons) Business Management award, degrees are classified based on 30% of the Level 5 average module grade and 70% of the Level 6 average module grade. Students scoring 40% and above are awarded a Third Class Honours Degree, 50% and above a Second Class Honours (Lower Division) Degree, 60% and above a Second Class Honours (Upper Division) Degree and 70% and above a First Class Honours Degree.

针对工商管理荣誉学士学位课程，学位等级取决于专业课程第二年（大三）所有课程模块的平均成绩和专业课程第三年（大四）所有课程模块的平均成绩，其中大三课程模块占30%，大四课程模块占70%。学生最后成绩为40分及以上不到50分，则获得三等荣誉学士学位；成绩为50分及以上不到60分，则获得2.2等荣誉学士学位；成绩为60分及以上不到70分，则获得2.1等荣誉学士学位；成绩为70分及以上，则获得一等荣誉学士学位。

For complete details of Award Classification, please see http://www.staffs.ac.uk/legal/policies/academic-regulations.jsp#reg_7.

关于学位等级的完整信息，请登录：http://www.staffs.ac.uk/legal/policies/academic-regulations.jsp#reg_7查阅。

# PROGRESSION TO THE NEXT LEVEL
# 升级

Upon successfully passing the IFP, students can proceed to Level 4 of the award . If students do not successfully complete all 120 credits then they must retake the IFP in its entirety – attending all classes and attempting each assessment again. **Students only have two attempts at the IFP.**

顺利通过国际基础课程，学生可升入到工商管理专业课程继续学习。如果学生不能获得所有的120个学分完成国际基础课程，则不能升入专业课程继续学习，必须重新学习整个国际基础课程一参加所有课程的学习并重新参加所有的测评。**学生有且只有两次机会学习国际基础课程。**

If students have passed 120 credits at Level 4, they have successfully completed Level 4 and may proceed to Level 5.

如果修满专业课程第一年（大二）的120个学分，学生即通过专业课程第一年（大二）的学习，可升入专业课程第二年（大三）继续学习。

Having passed 90 credits or more at Level 4 then students may still proceed to Level 5, BUT they must complete the outstanding 30 or 15 credits and cannot complete level 5 until they have done so.

在专业课程第一年（大二）获得90或者105个学分，学生也可升入专业课程第二年（大三）继续学习，但是学生必须重修大二未能通过的课程，且只有在完成了大二和大三所有课程的情况下，学生才算完成所有大三的课程。

If students have passed 120 credits at Level 5, they have successfully completed Level 5 and may proceed to Level 6.

学生如果修满专业课程第二年（大三）的120个学分，学生即通过专业课程第二年（大三）的学习，可升入专业课程第三年（大四）继续学习。

Having passed 90 credits or more at Level 5 then students may still proceed to Level 6, BUT they must complete the outstanding 30 or 15 credits and cannot complete level 6 until they have done so.

学生在专业课程第二年（大三）获得90或者105个学分，也可升入专业课程第三年（大四）继续学习，但是他们必须重修并完成大三未能通过的课程，且只有在完成了大三和大四所有课程的情况下，学生才能完成所有大四的课程。

Students who have passed 60 credits or more for that level and still have re-assessment entitlement will be offered an opportunity to re-study all failed modules at the decision of the Award Board. Students who have achieved fewer than 60 credits at the level and still have re-assessment entitlement will be offered an opportunity to repeat the level in its entirety at the decision of the Award Board. All prior marks and credits achieved will be wiped clean and therefore, the student will start afresh.

根据学术委员会的决定，获得至少60个学分且还有测评机会的学生，将有机会重新学习没有通过的课程模块。获得低于60个学分且还有测评机会的学生，将有机会重新学习整个学年的所有课程模块，学生所有该年级此前的成绩和获得的学生都将全部抹去清零，学生要从头重新学习该学年。

# REFERRAL AND RETAKE
# 补考与重修

If a student fails a module and they are given another assessment opportunity for the module without needing to attend classes this is called a referral.

如果学生没有通过某课程模块，不用重新学习该课程模块，而获得第二次测评机会，这就是补考。

If a student fails a module and they are given another attempt at the module including attending classes this is called a retake.

如果学生没有通过某课程模块，需要重新学习该课程模块，才能获得第二次测评机会，这就是重修。

The maximum grade achievable for a referred or retaken assessment is a 40% (pass).

补考或重修的测评最高成绩只能是40分（及格）。

If students need to refer an assessment, and students must keep the referral time free, as holidays etc. will not be accepted as Extenuating Circumstances.

如果学生需要补考，学生必须保证自己有时间参加补考，诸如节假日放假这样的理由不能作为“例外情况”而被接受。

In the IFP students have to pass all modules (or be compensated) before they can go on to level 4. If they fail a module, they have the chance to take a referral, which normally takes place in August following the end of the IFP. If they are still unable to pass the module then they have one opportunity to study the whole IFP again; that is to say, they need to retake the IFP. In the very rare case that a student fails 90 credits or more over the year, they will not be offered referrals, but asked to directly retake the IFP. Students retaking the IFP must attend all classes and pay the appropriate fees. Students who work hard and steadily throughout the year do not generally fail. The course is designed to help students pass, not to fail them!

在国际基础课程中，鉴于所有课程模块都是核心课程模块，学生必须通过（或是被豁免）所有课程模块才能升入专业课课程的学习。如果有课程模块没有通过，他们有机会补考。这通常是在国际基础课程结束后的八月份进行。如果补考后还是没有通过所有课程模块，学生还有一次机会重新学习整个国际基础课程，即重修国际基础课程。在极少数情况下，学生可能有90或者更多学分的课程模块没能通过，他们则没有补考的机会，必须直接重修国际基础课程。重修的学生必须参加所有课程模块的学习并且支付相应的学费。在重修学年中，如果学生努力，通过的机会是很高的；课程的设计是为了帮助学生通过，而不是让他们不过。

On the higher level programmes, students are allowed two attempts at any one assessment: the original attempt and one retrieval opportunity. A student will be offered a third attempt at an assessment only at the discretion of the award board (a formal meeting consisting of all examiners, external examiners and senior staff) and only if they have submitted work for both attempts. Note that this attempt might be a final opportunity at the module.

在专业课程的学习中，每一个测评学生都有两次机会，即第一次测评和第二次测评。学生进行了两次测评，并且参加了所有的测评后，由所有考官和授课教师所组成的学术委员会将决定是否给予学生再次测评的机会，如学生缺考/不提交某些测评，那么学生则没有获得再次测评的机会。

Note: Students should attempt all elements of assessment in all modules. Students cannot pass a module unless they have attempted all of the assessment components. Students will not be required or permitted to repeat any elements that they have passed. Students who do not submit work in more than one module will not normally be given a referral opportunity.

注意：学生需要参加所有的测评。只有参加了所有的测评项目，学生才有可能通过该模块。对于已经通过的测评，学生不能再次参加。学生若有多个课程模块测评没有参加，可能没有补考的机会。

The conditions for retrieving a failed module will be confirmed by the award board, which will have access to students' profiles across all modules. The award board also has the power to compensate a failed module, but this depends on many factors. For complele details of related negulations please refer to staffordshine University Academic Regulations at www.staffs.ac.uk/legal/policies/academic-regulations.jsp. The University reserves the right to make amendment to its Academic Award Regulations.

学术委员会将根据学生在各个模块的综合表现决定是否给予学生补考的机会，并有权豁免未能通过的模块。更多相关规定的完整信息，请查阅斯泰福厦大学“学术规定”网站www.staffs.ac.uk/legal/policies/academic-regulations.jsp。学校保留对其学术规定进行修订的权利。

If students are referred in any assessment then the maximum score awarded for that assessment will be 40%. If passed the overall score for the module will have an ‘R’ attached to show that it is a retrieved module.

任何测评的补考，最高分数仅能为40分。并且在成绩记录中会标注上“R”，以表明该科目成绩为补考成绩。

Where a student is offered a third attempt at assessment the maximum score is also 40%. If passes the overall score for the module with have a ‘K’ attached to show that it has been passed on the third attempt.

若学生被给予第三次测评的机会，其能获得的最高分数仍然只能为40分。且该模块的最终成绩会标注“K”，表明该模块为第三次测评后成绩。

# COMPENSATION
# 豁免

When a student does not pass the assessment for a module, but it nevertheless can be demonstrated that the student has achieved the learning outcomes required, the Award/Exam Board may choose to compensate the module. This means that the student will be awarded credits for the failed module. This takes place on a case by case basis.

如果学生没能通过某课程模块的测评，但是学生已达到了该课程模块所要求的的学习目标，学术委员会以及考试委员会可能会豁免该课程模块。也就是说尽管学生没有通过该课程模块，但仍可获得该课程模块的学分。豁免是视具体情况而定的。

It is only possible to compensate a module with a score of 35% or above.

测评中获得满分100中至少35分及以上，才有可能被豁免。

It is only possible to compensate a student with an average grade across all modules of 40% or above.

学生在所有课程模块的平均成绩不低于40分，才有豁免资格。

A student who has been shown to be guilty of academic dishonesty will forfeit the opportunity to be compensated.

存在学术不端情况的学生，任何课程模块都不能被豁免。

Students who are eligible can only be compensated up to a maximum of 30 credits.

学生最多只能被豁免30个学分。

Note: in the IFP, it is not possible to compensate the English Language Modules: General English and Academic English.

注意：在国际基础课程中，英语语言课程模块是不能被豁免的，即综合英语和学术英语。

# EXTENATING CIRCUMSTANCES
# 例外情况

If students have unforeseeable and extraordinary circumstances which might affect their performance in an exam or other assessment, or cause them to submit work late, then they may make an extenuating circumstances claim. If students think they have a valid claim, then they must inform the programme office as soon as possible. Programme Award Administrators will help students complete a form which will be considered (anonymously) when discussing students' results. Students will usually need to provide supporting evidence for the claim, such as a letter from a doctor or another appropriate person.

如果遇到不可预见或者异常的情况影响学生在考试或者其他测评中的表现，或是不能准时提交测评作业，那么学生可以提交一份例外情况声明。如果学生认为自己的声明是合理的，就必须尽快通知中英项目办公室。教学秘书将会协助学生填写声明表，该声明会在讨论学生成绩时予以匿名考虑。通常学生还需要提供相关的支持证据，如一封医生或其他相关人士证明信。

Note that IT failure of any kind is not an acceptable excuse. Making regular backups of all work is students' responsibility. Students are very strongly advised to keep at least two copies of their assignment in different places, e.g. back up their work to a reliable email server, such as QQ.

请注意，诸如计算机信息技术方面的故障问题不属于可接受的合理理由。学生自己有责任将自己的作业做好备份。老师强烈建议学生在不同的空间最少拷贝保存两份作业，比在QQ等可信赖的电子邮箱服务器中备份。

The following are commonly accepted grounds for extenuating circumstances:

通常可以被接受的例外情况如下：

- Sickness supported by full medical evidence (with dates which coincide correctly)
  有医院完整证明的疾病（时间符合）
- Close family bereavement with corroborating evidence, e.g. death certificate and relevant dates
  有相关证明的近亲丧亡，如死亡证明及相关日期
- Personal problems – psychological or family, domestic violence, relationship breakdown, family illness (only if supported by a doctor, counsellor, or Programme tutor)
  个人问题—心理或家庭原因，家庭暴力，关系破裂，家族疾病（必须由医生、咨询师或者老师提供证明）
- On-going medical problems
  持续的疾病问题

Below are some commonly rejected grounds for extenuating circumstances:

以下是通常不能被接受的例外情况：

- Holidays
  节假日
- Lateness due to traffic problems
  由于交通问题导致的迟到
- Financial problems
  经济问题
- Claims the student was unaware of hand-in/exam date/times
  不清楚上交作业和考试的日期或时间
- Personal computer and printer problems
  个人电脑和打印问题
- Late submission on the due date
  迟交作业
- Medical evidence that is outside of the relevant assessment time period
  医院证明的时间与测评时间不符
- No evidence (medical or otherwise)
  没有证据（医院证明或其他）
- If circumstances were foreseeable or preventable
  如果情况可被预见或可避免
- Minor illness or ailment
  轻微的疾病
- Late submission if outside 10-day rule
  迟交作业十天以上
- Poor time planning/management
  时间安排或管理不当
- Poor practice (e.g. no computer back-ups)
  操作不当（例如没有进行计算机备份）

# ACADEMIC MALPRACTICE
# 学术不端

Cheating is not tolerated at UK universities. As tutors get to know students and their work, cheating is easily detected. Regulations are very strict, particularly regarding the use of quotes or ideas from others, regarding collaboration with other students and conduct in examinations. Even if students break the rules by accident, it is still treated as academic malpractice, and the student will be punished. It is quite common for those who are caught cheating to fail the module involved. Academic Malpractice can take many forms:

英国大学绝对不能容忍学术欺骗。老师会逐渐了解学生和他们的水平，也就很容易发现学生是否有欺骗行为。学术欺骗相关的规定非常严格，特别是在引用别人的观点、与其他同学共谋及考试行为等方面。即使学生可能只是无意中违背了学术规定，仍然会被视为学术欺骗，会受到处罚。被发现有学术欺骗行为的学生，涉及的模块通常会按不及格处理。学术欺骗形式多样：

Plagiarism is the copying of someone else's work and passing it off as one's own. It is students' responsibility to reference everything meticulously. They must cite and reference correctly, if they do not, then this may be treated as academic dishonesty.

剽窃是指抄袭他人作业作为自己的作业上交。学生有责任谨慎引用，不正确的引用也有可能被视为学术欺骗。

Collusion is where two or more students collaborate to produce a piece of work which is then submitted as though it were an individual student's own work.

共谋是指两个或两个以上的学生合做一份作业，然后作为一个学生的作业上交。

Commissioning is where another person completes an assignment on behalf of a student.

委托他人完成作业，并作为自己的作业上交。

Machine Translation is the use of software to translate one's own or another's words into another language. Students must submit their own words, not those of a computer. An assignment that includes unacknowledged machine-translated sections is academic dishonesty.

机器翻译是指用软件将自己或他人的文章翻译成另一种语言。学生必须上交用自己的语言所写出的文章而非电脑的。作业中部分内容为机器翻译也属于学术欺骗。

Translation without acknowledgement is a form of plagiarism. Translating others' words does not make the words a student's own. Students must acknowledge the original author using the correct citation and reference.

翻译别人内容而不注明出处，也是一种剽窃行为。翻译别人的文章并不能算是自己的东西。学生必须用正确的引用和参考方式注明原作者。

Not following exam regulations is also academic dishonesty. For example, having a mobile phone on the desk in an exam, even if the student does not use it, is academic dishonesty. Of course sneaking notes into an exam or copying from others is also forbidden.

不遵守考试规定也属于学术欺骗。比如，手机放在桌上，即使没有使用也会被当做学术欺骗。当然，私自携带笔记进入考场或抄袭他人答案也都是禁止的。

Punishments vary based on the severity of the offence and if the student has previously committed academic malpractice, subsequent offences are punished more severely. A frequent punishment for a first time offence would be to score zero for the piece of work, whilst in an extreme case, a student may not permitted to continue to study on their Staffordshire University award.

根据学术欺骗严重性的不同，学生将受到的惩罚也不一样。而如果是重犯，那么受到的惩罚将更重。对于初犯，通常相关的这份测评将做0分处理。不过在某些极端情况下，学生或将失去继续学习英国斯泰福厦大学课程的机会。

# FREQUENTLY ASKED QUESTIONS
# 常见问题

Q: How many weeks are there each semester in the Staffordshire University Programmes? How many teaching hours are there each week?

问：斯泰福厦大学课程每学期总共多少教学周？每周多少教学时间？

A: There are twelve teaching weeks each semester, although semesters are longer than this because of public holidays. Usually there are around 16 hours of class each week in English, plus the Chinese classes.

答：通常每个学期共有12个教学周，不过由于各种公共假期，实际上每学期实际上课时间不止12周。通常每周约有16个课时的英方课，此外还有中方课程。

Note: UK education focuses on independent study and independent thinking. One hour in class usually necessitates at least two hours' self-study before and after class.

请注意：英国教育重视独立学习以及独立思考。课堂内一小时的学习后，学生通常还需要保证课外至少两个小时的自学。

Q: How many foreign teachers are there in the programme now? How do we know if they are qualified?

问：现在整个中英合作办学总共有多少位外籍教师？我们怎样才能知道他们是否是合格的老师？

A: At the time of writing, there are 44 foreign teachers working on the Staffordshire awards at CDUT. They have all been awarded Foreign Expert Certificates by the Sichuan Provincial Administration of Foreign Experts Affairs and have also been approved by both universities. The teachers meet the same requirements that they would need to if they were to teach at a University in the UK. A number of foreign teachers have been awarded the "Excellent Foreign Guest Teacher Prize" by the Education Department of Sichuan Province. A number of teachers hold a Postgraduate Certificate in International Education (PGCIE) and others hold a Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA). Many are former International English Language Testing Service (IELTS) examiners. Amongst our faculty we boast graduates of a number of well known established universities, including Cambridge University, University of Edinburgh, University of Birmingham and University of St. Andrews. We offer a comprehensive staff development programme for all staff to ensure that the standards of teaching remain first rate. For more information about our teachers, you can visit our programme website at www.zy.cdut.edu.cn.

答：目前成都理工大学中英合作办学项目拥有外籍教师44人。他们不仅得到了双方大学的认可，还获得了四川省外国专家事务局颁发的外国专家证书。所有外籍教师的选拔均按照英国大学对高校老师的要求进行。我们曾有多名外教被四川省教育厅授予年度优秀外籍教师荣誉称号。项目大部分老师已获得国际教育硕士研究生证书（PGCIE）和剑桥英语语言教师证书（CELTA），而且其中不少老师都曾是雅思考官。此外，外教中不乏众多名校的毕业生，诸如英国剑桥大学、英国爱丁堡大学、伯明翰大学、圣安德鲁斯大学等。我们为所有教职员工提供了各种员工发展项目，以保证教学质量和标准保持一流标准。您也可以通过登录中英合作办学官方网www.zy.cdut.edu.cn查询更多信息。

Q: What if students cannot follow teachers in class, especially in the first few weeks?

问：如果学生在课堂上无法跟上老师的节奏，尤其在最开始的阶段，应该怎么办?

A: Teachers are aware that students may have difficulties following them in class, so before starting the course, students have had English tests, which will help teachers to decide how to plan for class. Additionally, teachers are all available for one-to-one tutorials in their office hours to help students individually, and students are encouraged to use these times. We also offer Extra English support classes to students to help students with their English and there are a number of Chinese teaching assistants and tutors who can help students bilingually.

答：老师了解学生在课堂上可能无法完全跟上老师节奏，所以在课程开始之前，学生会接受英语测试，该测试会帮助老师决定在课堂中采用怎样的教学方式。并且，老师会为每位学生提供一对一的辅导帮助，老师也鼓励学生积极参与好好利用这样的辅导机会。同时我们也安排有中方英语教师提供额外的英语辅导课程。此外，还有专业中方老师为学生提供双语的课程辅导。

Q: How can students be involved in the running of the programme?

问：学生如何参与中英合作办学的运行?

A: To create an open environment, students are an important part of the input and feedback process. Sharing concerns contributes to the balanced management of the programme.

答：为了创造一个开放的环境，学生是信息收集与反馈的一个重要部份，共同关注合作办学的运行对合作办学的平衡管理非常关键。

At the beginning of the year, students will elect representatives to a Student Representatives Committee. Responsibilities of representatives include: attending meetings with teaching staff and award administrators, soliciting feedback from classmates, and sharing information.

学年开始后，学生将推选出委员会的学生代表。其职责是：与教师、教学秘书一同参加会议，收集同学们的反馈信息，并传递相关信息。

Q: How can a student pass or proceed to the next level? Is it difficult?

问：怎样通过或者升入下一年级？难吗？

A: To pass each year, it is necessary to obtain at least a passing grade in each module. For detailed information regarding progression, please refer to “PROGRESSION TO THE NEXT LEVEL” above.

答：要通过每个年级，所有科目都必须最少获得及格分数。有关升学的详细资料，请参见 上文“升级”章节。

Students who expect to pass will be required to:

希望顺利通过的学生应该做到：

- Observe and follow all learning directives set forth by the programme.

了解并遵循中英合作办学制定的所有学习指示。

- Work hard at their studies.

  认真努力学习。

- Take charge of their own learning goals.

  为自己的学习目标负责。

- Take initiative – do not expect to be told what to do all of the time.

  积极主动，即不要总是期待老师叫你去做某事。

- Responsibly designate time for independent study. The teaching staff highly recommends allocating a minimum of two hours of independent study for each hour of classroom time.

  自觉安排时间自学，老师强烈建议学生在课堂的每一小时至少需要课外两个小时的自学。

- Read around their subjects – this means not just relying on the core textbooks for the modules.

  阅读与课程相关的书籍，不能仅仅依赖各科目的核心教材。

If students follow the guidelines above, it is not difficult to pass. Otherwise, it is not easy.

如果学生能按照以上指导进行学习，要通过并非难事。否则，这绝对不是件容易的事。

Q: How do you ensure the fairness of assessment-marking?

问：怎样确保测评评分的公平性?

A: Firstly, on all students’ work, only the student number is shown; tutors do not know whose work they are marking.

答：首先，所有学生的测评作业都只有学号，老师在阅卷时并不知道他们所

评阅的试卷是哪位学生的。

Secondly, usually the work (especially failing work) is marked internally by two teachers of the relevant course, who will come to an agreed mark. Afterwards, the Staffordshire University examiner or external examiner will review all the marks and look at a selection of work.

其次，一般说来测评作业（特别是不合格的作业）都会由相关科目的两位老师分别进行评阅，给出一个合议的成绩。之后，英国斯泰福厦大学的考官或者外部考官会再次重审所有成绩，并抽检一些作业。

Finally, the Assessment Board, consisting of all the examiners and tutors, will determine the marks.

最后，由考官和任课老师组成的评审委员会将最终核定所有成绩。

Q: Why are students' scores released so late every year?

问：为什么每年学生成绩会很晚才发放?

A: As shown above, we have rigorous marking procedures and every teacher, both internal and external, spends quite a lot of time to carefully mark every piece of work. Usually, all student work needs to be sent to the UK for moderation and then sent back to CDUT, which obviously takes a significant amount of time. Staff in the programme always tries their best to release students' grades as soon as possible.

答：正如上面提到的那样，中英合作办学拥有一套严谨的评分体系，而且每位老师，不管是外部考官（即第三方大学考官）还是内部考官都会花大量时间认真批阅每一份作业。而且在大多数情况下，所有的学生试卷会被寄到英国斯泰福厦大学由考官再次审核，之后再寄回成都理工大学，这一过程确实需要花费大量时间。不过中英合作办学的所有老师都在尽自己的最大努力尽可能早地将成绩发放给学生。

Q: Why are students not getting high marks?

问：为什么学生得分不高?

A: The grading systems of Chinese and British universities differ greatly. At Staffordshire University 40% is a passing grade. Be aware that there is a wide distribution of marks. Students will have different scores from their classmates. It is uncommon for students to score highly.

答：中国与英国的成绩评定体系区别很大。在斯泰福厦大学，满分100分，



40分就为及格。请注意成绩分差还是很大的，每位同学的成绩都会有所不同。也只有特别优秀的作业，才会获得特别高的分数。

Q: What if students are ill?

问：如果学生生病了怎么办?

A: If illness prevents students from attending class, they should first contact their class tutor. If they need to be absent for more than three days, students must speak with the Student Tutor of the College. If it is more than seven days, students must speak with the Vice Party Secretary who is in charge of student affairs.

答：如果学生因病不能来上课，应该首先告知辅导员。如果因病要缺席3天以上课程，必须得到学院中英合作办学辅导员的许可且提供相关证据。如果请假超过7天，学生必须得到学院分管学生工作党委副书记的同意。

Then students should visit the doctor and ask for a written note explaining why they are unable to attend class and when they should be able to return. After they have been to the doctor they should come to the programme office to complete a student absence form.

学生还得在接受医生诊治后，请医生为其开具证明，说明该生为什么不能坚持上课，以及何时才能上课。在看过医生之后，该生还必须到办公室填写一张学生缺席记录表。

Students who believe that their performance on a module/award has been affected by illness must complete an extenuating circumstance claim form and attach appropriate medical evidence (usually a doctor's note), as required.

同样的，如果学生认为生病影响了测评成绩，那么可以填写一张例外情况申请表并要求附上一份适当的医学证明（通常是医生开具的证明）。

Q: How will teachers manage students' attendance?

问：教师会怎样管理学生的上课出勤情况?

A: In each class (including both lectures and tutorials), students' attendance will be recorded by teachers and reported to the Award Administrators weekly. In this way, award administrators have an overview of all students' attendance and will then deal with individuals accordingly. Normally, they will speak to students with poor attendance to establish the underlying reasons, and offer help as needed. If attendance does not improve, the student support team will contact parents and try to find a solution with the parents. The programme has regulations to warn and punish students regarding attendance.

答：教师会在每节课上（包括教学课与辅导课）记录下学生的出勤情况，并每周按时把信息反馈给教学秘书。教学秘书将以此监管所有学生的出勤情况，并且会单独处理特殊情况。教学秘书通常会先与出勤不理想的学生谈话找到他们缺席的原因并给予必要的帮助。但是，如果随后的出勤情况仍未出现任何好转，那么教学秘书将会与学生家长取得联系，并尽最大努力与家长一起找到解决问题的方法。根据相关规章制度，中英合作办学有权根据学生的出勤情况对学生进行警告和采取惩罚措施。

Q: Do students have to own a computer/laptop in their dorm?

问：学生是不是在寝室里必须有自己的电脑或者笔记本电脑?

A: Absolutely not! Whilst a laptop is a very useful tool, students are not required to purchase one. For students who would rather play computing games than do homework, it is not recommended. There are several PC Labs on campus where students can do their work and access the Internet, including in teaching building 8 where the programmes are based. Most students do choose to buy their own laptop however. It is not necessary to buy a high performance machine.

答：我们绝不做任何硬性规定！电脑确实是非常有用的学习工具，但是我们并不要求每一个学生都一定要买。特别是对于那些沉迷于电脑游戏的学生，我们更不建议。事实上，学校里有不少的计算机实验室，可供学生做作业和上网。同时，中英合作办学项目所在的第八教学楼也有项目自己的计算机实验室。大部分学生通常会选择自己购买笔记本电脑，但是没有必要购买性能特别好的。

Q: How can parents find the latest information about students?

问：我们家长应该怎样获取关于自己孩子在校表现以及中英合作办学的最新信息呢?

A: Parents can contact award administrators or class tutors. They are always happy to answer questions and offer consultation. Please note, according to the UK "Data Protection Act", without the prior written permission of the student, the student's personal information should not be released to any third party (including parents/legal guardians/sponsors). Parents can oversee if the student has given authorisation to the programme office to release and discuss details of their academic performance to their parents/legal guardians/sponsors.

答：家长可以与教学秘书或者辅导员取得联系。他们非常乐于解答您的疑问，为您提供帮助。请注意，根据《英国个人数据保护法案》，未经学生书面许可，任何学生相关信息不得向第三方（包括父母、法定监护人、担保人）披露。家长可督促学生授权项目办公室向家长提供和讨论学生的在校情况。

Q: How do students go to Staffordshire University in the UK for further study?

问：怎样去英国斯泰福厦大学深造呢?

A: After successful completion of each level, students automatically have the option to transfer to Staffordshire University in the UK for further study. Please refer to Please note, student who do not complete their chinese course cannot be awarded any certification from CDUT. If students wish to continue study overseas, successful completion of the degree award opens doors onto one year UK masters programmes, including Staffordshire University's. For details, please discuss with our staff.

答：顺利完成每一年的课程后，学生自然而然可转学到英国斯泰福厦大学进行下一年的学习。请注意，学生若没修完中方课程，则不能获得成都理工大学颁发的文凭。顺利完成学士学位课程，学生则可以申请包括英国斯泰福厦大学在内的英国各大高校通常为期一年的硕士研究生课程。详情请与我们的老师联系讨论。

**Please note, terms and conditions of Chengdu University of Technology and Staffordshire University (including but not limited to regulations stated in this handbook) will apply to students from the day students enrolled and will continue to apply for as long as student remain enrolled onto the programme unless terminated earlier as permitted. Students may be withdrawn from the enrolled programme for any reason as permitted by the regulations of the two universities.**

**请注意，学生注册在校期间适用成都理工大学和英国斯泰福厦大学所有相关规定（包括但不局限于本手册中规定）。学生若违反两校相关规定，或被退学！**

# APPENDIX - CONTACT DETAILS
# 附录-联系方式

| Collaborative Education Programme between Staffordshire University and Chengdu University of Technology in BA (Hons) Business Management<br>成都理工大学与英国斯泰福厦大学合作举办工商管理专业本科教育项目 | | |
|---|---|---|
| Duncan Collis | Award Leader of Staffordshire University Programmes & Head of Level 4<br>成都理工大学与斯泰福厦大学合作办学项目英方课程主管&大二年级主管 | 8206, 028-84079370<br>duncan.collis@zy.cdut.edu.cn |
| Mark Hubée | Award Leader of Staffordshire University International Foundation Programme<br>成都理工大学与斯泰福厦大学合作办学项目国际基础课程主管 | 8206, 028-84079370<br>mark@zy.cdut.edu.cn |
| Alex Boyle | Award Leader of BA (Hons) Business Management & Head of Level 6<br>成都理工大学与斯泰福厦大学合作办学项目工商管理课程主管&大四年级主管 | 8206, 028-84079370<br>alex.boyle@zy.cdut.edu.cn |
| Daryl Smiton | Head of Level 5<br>大三年级主管 | 8208, 028-84079370<br>daryl@zy.cdut.edu.cn |
| Chen Mi (Mimi)<br>陈蜜 | IFP Award Administrator<br>国际基础课程教学秘书 | 8203, 028-84079824<br>mimi@zy.cdut.edu.cn |
| Zhang Shu(Su)<br>张姝 | Level 4 Award Administrator<br>L4（大二）教学秘书 | 8203, 028-84079538<br>su@zy.cdut.edu.cn |
| Zhu Mengjie (Zhu)<br>朱梦婕 | Level 5 Award Administrator<br>L5（大三）教学秘书 | 8203, 028-84079538<br>zhumj@zy.cdut.edu.cn |
| Weng Xuejiao(Jenna)<br>翁雪娇 | Level 6 Award Administrator<br>L6（大四）教学秘书 | 8203, 028-84079538<br>jenna@zy.cdut.edu.cn |
| Zhong Yingjia (JoJo)<br>钟莹佳 | Head of Student Support<br>学生支持主管 | 028-84079370<br>jojo@zy.cdut.edu.cn |
| Deng Mingjiang (Duncan)<br>邓明江 | Head of Student Recruitment<br>招生主管 | 028-84075593<br>duncan@zy.cdut.edu.cn |

| College of Management Science, Chengdu University of Technology<br>成都理工大学管理科学学院 | | |
|---|---|---|
| Zhang Huiqin<br>张慧琴 | Vice Dean, in charge of SU-CDUT Collaboration<br>分管副院长 | 9C309, 028-84078989 |
| Hu Can<br>胡灿 | Vice Party Secretary, in charge of Student Affairs<br>分管学生工作副书记 | 9C308, 028-84077623 |
| Shao Jin (Cindy)<br>邵晋 | Class Tutor<br>辅导员 | 9C303-1, 028-84078982<br>cindy@zy.cdut.edu.cn |

| Useful Websites<br>有用的网站 | |
|---|---|
| Chengdu University of Technology Sino-British Collaborations<br>成都理工大学中英合作办学官网 | http://www.zy.cdut.edu.cn |
| Student Website<br>学生网站 | http://student.zy.cdut.edu.cn |
| Staffordshire University<br>英国斯泰福厦大学官网 | http://www.staffs.ac.uk |
| Chengdu University of Technology<br>成都理工大学官网 | http://www.cdut.edu.cn |
| College of Management Science<br>成都理工大学管理科学学院官网 | http://www.cim.cdut.edu.cn |
| Library at Chengdu University of Technology<br>成都理工大学图书馆 | http://www.lib.cdut.edu.cn |